

## FIDELITY BOND REQUEST FORM

### Job Placement Agency

**Name:** Texas Workforce Commission  
**Address:** 101 E. 15th Street, Room 440-T  
**City/State/ZIP:** Austin, Texas 78778-0001  
**Email:** [fidelity.bonding@twc.texas.gov](mailto:fidelity.bonding@twc.texas.gov)

### Initiating Workforce Solutions Office

**Board Name:** \_\_\_\_\_  
**Workforce Office:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/ZIP:** \_\_\_\_\_  
**Requesting Staff:** \_\_\_\_\_  
**Staff Phone No.:** \_\_\_\_\_  
**Date of Submission:** \_\_\_\_\_

### Employer Receiving Bond

**Company Industry:** \_\_\_\_\_  
**Agency Type:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/ZIP:** \_\_\_\_\_  
**Phone No. & Email:** \_\_\_\_\_  
**Num. of Employees:** \_\_\_\_\_

### Worker Covered by Bond

**Name:** \_\_\_\_\_  
**WorkInTexas.com User ID:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/ZIP:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Hourly Wage/Salary:** \_\_\_\_\_  
**Hours Per Week:** \_\_\_\_\_  
**Gender (optional):** \_\_\_\_\_  
**Race/Ethnicity (optional):** \_\_\_\_\_

### Eligibility (Documented in WorkInTexas.com Case Notes)

**Employment Verified:** \_\_\_\_\_  
**Effective Date:** \_\_\_\_\_  
**Eligibility Criteria:** \_\_\_\_\_  
**Bond Request Amount:** \_\_\_\_\_  
**Additional Information:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
**Date Approved:** \_\_\_\_\_  
**Bonds Issued:** \_\_\_\_\_

## INSTRUCTIONS

### **Submission of Fidelity Bond Request Form**

Submit the completed Fidelity Bond Request Form to [fidelity.bonding@twc.texas.gov](mailto:fidelity.bonding@twc.texas.gov).

### **Individual Covered by Bond**

Enter name (last, first), WorkInTexas.com User ID number, address, position, and ethnicity of the individual covered by the bond.

### **Eligibility**

The Board must ensure that TWorkInTexas.com *Case Notes* has been updated to confirm that employment has been verified, what eligibility criteria the customer meets, the effective date, and the amount of the bond being requested.

### **Effective Date of Bond**

- Enter the date of first day of employment; or
- In the case of bonds issued to enable continued employment or promotion, enter the date of promotion or the date of submission of the Fidelity Bond Request Form.

*Note:* The effective date of the Fidelity Bond Request Form cannot be earlier than the date of its submission to the state bonding coordinator.

### **Bond Insurance Amount**

The dollar amount of insurance provided by the bond to protect the employer against any employee dishonesty is \$5,000 but can go up to \$25,000. If any amount higher than \$5,000 is necessary, it will be handled on a case-by-case basis with documentation to justify the need.

### **Inquiries**

Send inquiries to [fidelity.bonding@twc.texas.gov](mailto:fidelity.bonding@twc.texas.gov).